

815 KAR 8:050. Continuing education requirements for heating, ventilation, and air conditioning (HVAC) license holders.

Section 1. Master HVAC Contractor Licensees.

- (1) Each Master HVAC Contractor shall provide proof of completion of at least eight (8) hours of approved continuing education prior to license renewal.
- (2) The required continuing education shall be completed by licensee within the twelve (12) months preceding renewal.
- (3) Continuing education courses shall relate to one (1) or more of the following:
 - (a) Business;
 - (b) Job safety;
 - (c) Codes relating to HVAC; and
 - (d) Board- or board designee-approved subjects directly relating to the HVAC

Section 2. Journeyman HVAC Licensees.

- (1) Each journeyman shall provide proof of completion of at least eight (8) hours of approved continuing education prior to license renewal.
- (2) The required continuing education shall be completed by licensee within the twelve (12) months preceding renewal.
- (3) Continuing education courses shall relate to one (1) or more of the following:
 - (a) Business;
 - (b) Job safety;
 - (c) Codes relating to HVAC; and
 - (d) Board- or board designee-approved subjects directly relating to the HVAC trade
- (4) A maximum of four (4) hours of continuing education relating to job safety shall be allowed towards annual journeyman license renewal.

Section 3. Combined Master and Journeyman Licensees.

An individual who is a holder of both a master and a journeyman license shall meet the continuing education requirements of Section 1 of this administrative regulation.

Section 4. Inactive Master HVAC Contractor Licensees.

- (1) An inactive HVAC Contractor shall not be required to complete continuing education to maintain inactive status.
- (2) If an inactive HVAC Contractor wishes to activate his or her license to the status of an active HVAC Contractor, he or she shall complete four (4) hours of current safety standards continuing education and four (4) hours of current mechanical code continuing education.
- (3) Proof of completion of continuing education requirements shall be submitted to the department prior to license.

Section 5. Continuing Education Courses.

- (1) All continuing education required for master and journeyman license holders shall be completed in courses approved by the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors or its designee pursuant to 815 KAR 8:060.
- (2) Continuing education courses shall be offered only by providers approved by the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors or its designee pursuant to 815 KAR 8:060.
- (3) Continuing Education Courses shall be a minimum of two (2) hours. One (1) hour of class shall be equivalent to fifty (50) minutes of classroom instruction.
- (4) Continuing education courses offered by a provider not approved in accordance with 815 KAR 8:060 shall be approved by the board or its designee if the following are met:
 - (a) Approval is requested by the individual license holder thirty (30) days in advance of course date;
 - (b) A detailed syllabus of the course is provided with the request; and
 - (c) The course is determined by the board or its designee to be beneficial to the licensee in the HVAC trade.
- (5) The board or its designee shall approve a request if the information has been submitted in accordance with subsection (4) of this section of this administrative regulation. The license holder shall provide an affidavit from the instructor verifying the hours of attendance.